



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5W-0224
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Laborer
WG-3502-02

Promotion Potential: WG-2

Employment Type: Full-time - Permanent

Grade and Salary Range:
WG-02 \$ 9.74 - \$11.36 Per Hour

Location of Position:
Location Support Staff,
Mandan, North Dakota

Who Can Apply:
All U.S. Citizens

Opening Date: March 21, 2005

Closing Date: March 28, 2005

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Keli A. Brewster
(301) 504-1584

Location Contact Information:
Bruce Rittel
(701) 667-3012

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Keli A. Brewster
5601 Sunnyside Avenue, Stop 5106
Beltsville, MD 20705-5106
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

For information about the organization and location, visit the location's website at <http://www.mandan.ars.usda.gov>

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

A PHYSICAL EXAMINATION is required.

SUPPLEMENTAL QUESTIONNAIRE: Applicants will be required to complete a supplemental questionnaire. The questionnaire is attached. **APPLICANTS WHO FAIL TO COMPLETE AND RETURN THE QUESTIONNAIRE WITH THE APPLICATION WILL NOT RECEIVE FURTHER CONSIDERATION FOR THE POSITION.**

Major Duties:

The incumbent performs a variety of general maintenance, repair, and cleaning duties for the operation of 30 buildings. Maintains bathrooms; cleans and dusts furniture, machines, and work benches; and rearranges furniture. Performs grounds maintenance, i.e.; mows lawn, cares for flower beds, trims hedges and trees, and removes ice and snow from sidewalks. Operates a wide variety of standard hand and power-type lawn mowers, hedge trimmers, handsaws and clippers. Loads and unloads heavy boxes, and opens boxes and cartons of supplies at location.

Working Conditions and Other Considerations:Working Conditions

The work is performed both inside and outside in all kinds of situations and conditions. Occasionally work out-of-doors will be subject to extreme and inclement weather conditions such as wind, sun, snow, rain, and sunburn or frostbite.

Physical Requirements

The work requires frequent light to moderately heavy lifting, such as carrying and moving objects over 50 pounds. Work may require continual exertion in walking, bending, stooping, reaching

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed below:

1. Reliability and Dependability (Screen-Out Element)
2. Ability to Handle Weights and Loads
3. Work Practices (Includes keeping things Neat, Clean, and In Order)
4. Ability to Follow Oral or Equivalent Directions
5. Ability to Use and Maintain Tools and Equipment
6. Dexterity and Safety

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Additional Requirements

Applicant must possess and provide proof of a valid driver's license. **SUPPLEMENTAL QUESTIONNAIRE:** Applicants will be required to complete a supplemental questionnaire (copy attached to vacancy announcement). Applicants who fail to complete and return the questionnaire **WILL NOT** receive further consideration for the position.

Physical Examination is required.

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 478-757-3000 or TDD 478-744-2299. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletin 03-402, which may be found at: http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit the following web site for additional information:
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, "Category".)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

Name: _____

Announcement Number: ARS-X5W-0224

**SUPPLEMENTAL EMPLOYEE QUESTIONNAIRE
LABORER, WG-3502**

Note to Applicant: Information presented will be used to rate your application. You cannot be given credit for work you do not document. All questions must be answered. Questions not answered will be considered to indicate that you have not performed that particular work.

ELEMENT 87: RELIABILITY AND DEPENDABILITY (SCREEN-OUT)

1. What is the longest period of time you have worked for one person, organization or company?

- ☐ More than 2 years
- ☐ 1 to 2 years
- ☐ 6 months to 1 year
- ☐ Less than 6 months
- ☐ Never been employed

2. Check each item that applies to you:

- ☐ Have been selected for a special job
- ☐ Have received a commendation or award for good work on the job, in school, in the Armed Forces or community activities
- ☐ Have received above average grades in school/training courses
- ☐ Have not held a recent job for a year

If you check any of the above, explain:

3. Check number of days you were absent during last year you worked:

- ☐ 0 days
- ☐ 1-6 days
- ☐ 7-12 days
- ☐ 13-20 days
- ☐ More than 20 days

Explain absences of more than 12 days:

ELEMENT 75-H: ABILITY TO FOLLOW ORAL OR EQUIVALENT DIRECTIONS

4. Check the highest level of supervision you have experienced:

- ☐ Close supervision with specific tasks defined
- ☐ Work on own initiative subject to occasional inspection
- ☐ Work on own initiative without any inspection
- ☐ Work independently under general instructions
- ☐ Work with unusual independence

5. In any job, have you had to follow (Check all that apply)?

- ☐ Changes in directions
- ☐ Directions which require several steps
- ☐ Direction based on established practices
- ☐ Several oral or equivalent directions
- ☐ Single oral or equivalent direction carefully explained
- ☐ Other (Please explain below)

ELEMENT 25-A: WORK PRACTICES (INCLUDES KEEPING THINGS NEAT, CLEAN, AND IN ORDER)

6. Check any of the columns below with which you have had experience:

	Own Initiative	Under Direction
Clean your work area	<input type="checkbox"/>	<input type="checkbox"/>
Maintain an orderly work area	<input type="checkbox"/>	<input type="checkbox"/>
Put tools and materials away	<input type="checkbox"/>	<input type="checkbox"/>
Store materials	<input type="checkbox"/>	<input type="checkbox"/>
Meet time schedules and deadlines	<input type="checkbox"/>	<input type="checkbox"/>
Keep records, logs, and inventories	<input type="checkbox"/>	<input type="checkbox"/>
Clean Tools		

ELEMENT 81: ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT

7. Check any of the following tools and equipment you can use:

- ☐ Chain saw
- ☐ Clippers
- ☐ Crowbars
- ☐ Dolly
- ☐ Drill
- ☐ Edgers
- ☐ Gasoline powered lawn equipment
- ☐ Hammer

- ☐ Hand truck
- ☐ Handsaw
- ☐ Hatchet
- ☐ Heavy power mower
- ☐ Jackhammer
- ☐ Leaf blower
- ☐ Manual lawn mower
- ☐ Rake
- ☐ Saw
- ☐ Shovel
- ☐ Weed trimmer
- ☐ Wheelbarrow
- ☐ Other (Please list below)

8. In respect to the above tools and equipment, check any of the following with which you have had experience:

- ☐ Adjusting equipment
- ☐ Adjusting tools
- ☐ Cleaning equipment
- ☐ Cleaning tools
- ☐ Repairing equipment
- ☐ Repairing tools
- ☐ Sharpening tools
- ☐ Sharpening equipment

ELEMENT 86 – DEXTERITY AND SAFETY

9. Have you had any work related accidents in the last?

- ☐ year
- ☐ 2 years
- ☐ 3 years
- ☐ 4 years
- ☐ 5 years

If yes to any of the above, please explain:

10. Have you had any safety training? ☐yes ☐no

If so, please explain:

11. Have you received any safety awards? ____yes ____no

If so, please identify:

ELEMENT 18: ABILITY TO HANDLE WEIGHTS AND LOADS

12. Check the following activities in which you are currently or have recently participated:

Light to Moderate physical exertion (10-30 lbs.)

- ☐ Opening, unpacking, and removing contents from cardboard boxes
- ☐ Lifting and carrying light to medium weight (10-30 lbs.) packages, materials, or tools
- ☐ Picking up trash and paper from grounds
- ☐ Raking leaves
- ☐ Pulling weeds
- ☐ Watering grass
- ☐ Pushing carts
- ☐ Continually bending, stooping and reaching
- ☐ Standing for prolonged periods of time
- ☐ Walking for prolonged periods of time
- ☐ Pushing, pulling, lifting, carrying and/or moving things around for several hours at a time
- ☐ Participating in light sports or physical education programs

Moderately heavy physical exertion (30-45 lbs.)

- ☐ Lifting and carrying moderately heavy (30-45 lb.) objects
- ☐ Loading and unloading boxes, bulky supplies, cartons, or luggage
- ☐ Opening crates and boxes using crowbars
- ☐ Stacking boxes and cartons
- ☐ Using a shovel and digging ditches and filling in holes
- ☐ Shoveling snow
- ☐ Running hand and power lawnmowers
- ☐ Moving and arranging heavy furniture
- ☐ Emptying garbage cans

- ☐ Washing and waxing cars and trucks
- ☐ Performing work at various heights using a ladder
- ☐ Carrying heavy equipment
- ☐ League participation in sports such as baseball and basketball

Heavy physical exertion (50 lbs. or more)

- ☐ Digging ditches and trenches with pick and shovel where dirt is hard and compact
- ☐ Moving objects weighing over 50 lbs
- ☐ League participation in sports such as football

Some physical exertion may be found in home improvement projects, yard work, housework, hobbies, and other situations. If you wish to include any of these situations, list specific activity.

13. Can you:

- Lift 10-30 lbs. (Light to medium weight) Yes ☐ No ☐
- Lift 30-45 lbs. (Moderately heavy weight) Yes ☐ No ☐
- Lift 50 or more lbs. (Heavy weight) Yes ☐ No ☐

14. List some of the heavy (50 or more lbs) objects you have lifted:

15. Do you have a valid license to operate a motor vehicle?
Yes ☐ No ☐

16. In the space below, describe any experience, training or ability not already mentioned which you feel would qualify you to do this position.

I certify the information provided in this questionnaire is correct and accurate to the best of my knowledge.

Signature

Date

**THE US DEPARTMENT OF AGRICULTURE IS AN EQUAL OPPORTUNITY
EMPLOYER.**